

**Volunteer Coordinating Committee Meeting  
First Floor Conference Room  
Town Hall  
Thursday, February 18, 2014 – 9:00 a.m.**

**Present:** Carol Amick, Chair and Joseph Piantedosi

**Absent:** Patricia Carluccio and Selectmen Liaison Caroline Fedele

**Also Present:** Administrative Assistant Colleen Doyle

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**1. Call to Order**

The meeting was called to order at 9:15 a.m.

**2. Minutes**

Mr. Piantedosi made a motion to approve the minutes of December 5, 2013 as written. Ms. Amick seconded the motion. The motion passed 2-0.

**3. Old Business**

- a) Reports on contacts made to potential appointees and review of Vacancy Worksheet with possible recommendations for filling various vacancies.

**Affirmative Action Monitoring Committee:** Ms. Amick reported that she is still conducting research into whether this committee can legally be disbanded.

**Charter Review Committee:** The committee reviewed the Volunteer Questionnaires (VQ) for Bruce Murphy, Mary Kay Elloian, Joanna Nickerson, Robert Schmalz, Polly Herz, and Steven Hagan. Ms. Amick withdrew her name as there was now enough interest in the committee. Robert Schmalz recently moved to Town and has not yet attended a Town Meeting. Mr. Piantedosi was impressed with his professional background but believed that candidates who had lived in Town longer would be better qualified for this particular committee. Ms. Amick added that, since she expected Anne Bickford to submit a VQ, she would call her.

**Mr. Piantedosi made a motion that the Volunteer Coordinating Committee (VCC) recommends Bruce Murphy, Mary Kay Elloian, Joanna Nickerson, Polly Herz, Steven Hagan and Anne Bickford, if she submits her VQ, for interviews for the Charter Review Committee. Ms. Amick seconded the motion, and it passed 2-0.**

**Energy Task Force (ETF):** There are currently three openings on this committee which makes it difficult to reach a quorum. Aubrey Jaffer and Brendan Welch both submitted VQs. Because ETF Chair Carolyn Sarno asked that the VCC recruit people with experience in the energy field, Mr. Piantedosi will contact Steven Emery, John Larosso and David Patterson. The committee decided to hold off its recommendations while looking for more candidates.

**Finance Committee:** There are no vacancies on this committee but Ms. Amick noted that the Chair of the Transportation Advisory Committee, Robert Dorer, expressed interest in applying if a position becomes available.

**Ad hoc Historic Town Museum Study Committee:** This new committee does not yet have an approved charge by the Selectmen. Ms. Amick mentioned that there was some question whether a financial conflict of interest would exist for any Bedford Historical Society members that may be appointed. Mr. Piantedosi felt that as long as they are not members of the Society's Board of Directors, there should not be a problem. If it does turn out to be a problem, he suggested that they could temporarily resign from the Historical Society.

**Historic District Commission (HDC):** There are two vacancies on this committee: one full member and one alternate member. Only David Vafialdis has expressed interest. Ms. Amick also thought that Arthur Black Smith may be interested. He had submitted a VQ for the Zoning Board of Appeals (ZBA) as well. If he is not appointed to the ZBA, Ms. Amick will contact him for the HDC.

**Land Acquisition Committee (LAC):** There are two openings on this committee. Ms. Amick contacted Paul Mortenson, who had applied for a previous FinCom opening, hoping he might serve on the LAC. He has not responded yet. Mr. Piantedosi recommended consolidating the LAC with the Conservation Commission. Ms. Amick said she had discussed this with Selectman Margot Fleischman, who explained that the two committees had different charges. Mr. Piantedosi recommended contacting a realtor for one of the open positions.

**Youth and Family Services (YFS):** One of the two vacancies on this committee is for a representative from the Recreation Department, which is not the responsibility of the VCC to find candidates.

**Zoning Board of Appeals (ZBA):** There is one associate position vacancy and three applicants. Robert Schmalz also applied for this committee. Mr. Piantedosi felt that committees that have financial responsibilities should require that applicants attend a Town Meeting. The committee reviewed the VQs for Kay Hamilton and Arthur Black Smith, and Ms. Amick said she would contact Mr. Schmalz to inform him about the Town Meeting problem.

**Mr. Piantedosi made a motion to recommend Kay Hamilton and Arthur Black Smith for Selectmen interviews for the vacant associate position on the Zoning Board of Appeals. Ms. Amick seconded the motion, which passed, 2-0.**

Mr. Piantedosi and Ms. Amick volunteered to distribute flyers before Annual Town Meeting indicating which committees have vacancies. Ms. Amick asked that the flyer be updated and printed on a different color paper than what the Town Clerk uses for the secret ballot.

- b) Draft letter to Charter Review Committee on VCC recommendations

Ms. Amick presented her draft of a letter to the Charter Review Committee concerning a Charter amendment that would modify the last sentence of Section 3-5. The current wording gives the VCC thirty days to recommend potential candidates for an interview before the Selectmen. The VCC would like this 30-day requirement to be deleted, as the recruitment process often takes longer.

**Mr. Piantedosi made a motion to approve the letter to the Charter Review Committee as written. Ms. Amick seconded the motion. The motion passed 2-0.**

- c) Committee Chair Responsibilities: Review Selectmen's comments from Jan. 13, 2014

Mr. Piantedosi reported that he made the changes that the Selectmen suggested at their January 13, 2014 meeting. The changes were reflected in bold on the latest draft. Other minor changes were suggested by Ms. Amick.

A discussion ensued on the proper way in which to define a quorum. It was decided that Mr. Piantedosi and Ms. Amick would contact committees that have different quorum requirements. Mr. Piantedosi would then compile these requirements into one document so that it is very clear what qualifies as a quorum.

**Ms. Amick made a motion to approve the chairperson responsibilities document with the agreed upon changes with the knowledge that an additional page would be added regarding quorum issues. Mr. Piantedosi seconded the motion, which passed 2-0.**

- d) Continued discussion of Affirmative Action Monitoring Committee: Draft letter to Selectmen

This item was postponed.

#### **4. New Business**

- a) Report on potential conflict of interest regarding an applicant for a Finance Committee vacancy.

Ms. Amick read through an email exchange she initiated between Deidre Roney of the States Ethics Commission and David Powell. Mr. Powell had applied to serve on the Finance Committee but disclosed that his wife is a secretary in the Bedford School system and was unsure whether there would be a conflict of interest. Ms. Roney suggested drafting a disclosure to cover all situations that discussed the financial interest of his wife's position and recuse himself from these situations.

VCC members commented that, because the School Department budget is such a large part of the Town's total budget, it might be difficult for any FinCom member to fully participate in the FinCom discussions, having made such a disclosure.

Ms. Amick also reported on the ability of the FinCom Appointing Authority to determine that, in its view, an applicant's conflict may be too great for them to accept, even with an applicant filing a disclosure statement. She referred the VCC to her email dated Jan. 15 to Ms. Roney, asking about the procedure the Appointing Authority would follow in making such a decision, and whether it would require a unanimous vote of the appointing authority. She noted that Ms. Roney responded (Jan. 15, 2014) that the question regarding a requirement for a unanimous vote should be referred to Bedford's Town Counsel.

Ms. Amick said that she would forward the emails to the Finance Committee Appointing Authority and the Town Manager.

## **5. Next Meeting Date**

The committee decided to meet again on March 6, 2014 at 9:00 a.m.

## **6. Adjourn**

**Mr. Piantedosi moved to adjourn at 10:56 a.m. Ms. Amick seconded the motion and it passed 2-0.**